Finance Data Warehouse Reports
Generator Manual

**Purpose:** This manual is used in conjunction with the Finance Data Warehouse Financial Report Generator classroom training. This training will cover using the Financial Report Generator function of Finance Data Warehouse.

**Security Access Requirement:** You must have an approved Finance Data Warehouse access and your ONYEN before using the Finance Data Warehouse. To obtain access complete the Consolidated Financial Systems Access Request Form. Follow the directions on the form to get your access approval. The approval process may take up to ten days.

**Prerequisites:** It is mandatory that you take the Finance Data Warehouse Financial Reports Training prior to this training.

**Find Help:** For training contact financetrainer@unc.edu. For technical computer assistance call 962-HELP.
Log on the Finance Data Warehouse Website:
Once you have your approval you can access the Finance Data Warehouse via the Finance Central home page. Do not log in to Finance Central, instead on the left side of your screen click on Finance Data Warehouse.

This takes you to the UNC-CH Single Sign-On, where you sign on using your Onyen and password.
Basic Information about Finance Data Warehouse:

The first page you see in Finance Data Warehouse will be the UNC Financial Functional Area Menu. This will be the menu screen you start on each time you log in. To access the reports, click on Finance Functional Area. This will take you to the UNC Financial Data Mart Menu. This is the screen you will use to access the various reports in Finance Data Warehouse.
In Finance Data Warehouse there are Reports and a Report Generator. You will have access to reports based on the level of security access given on your Access Request Form. Reports are standard reports with a limited ability to choose options, whereas the Report Generator enables you to build your own report. The Reports are discussed in a separate “Reports” training session. For this training, we will only look at the Report Generator.

**Introduction to Report Generator (Concepts):**

The Financial Extract Builder is a powerful application that permits users to create extracts of FRS Subsidiary Ledger data. This tool was custom-written for UNC’s Finance Data Warehouse. With this tool, you have access to almost all of the attributes in the FRS system with definitions provided for each field.

You can select on department or department level, or object code or one of the six levels of object codes, on user-defined fundtypes with further breakdowns under each or you can create custom ‘where statements’ (selection criteria) using any of the SL attribute fields. We will look at each selection box/report individually.

In addition to selection, you can sort the data and define the order of fields on the extract. Certain fields are pre-selected to make it easy to run quick reports. You can accept the defaults or choose your own columns from the more than 140 that are available.
All codes are translated and the application offers a choice of original code value or translation or both. Thus you could choose either purpose code ('110') or purpose code translation ('Regular Term Instruction -110').

The Finance Data Warehouse data is refreshed nightly after FRS updates. Month end balances are available for fiscal year 2004 and beyond. Year end balances are available beginning with fiscal year 1999. The current values of all attributes are used in historical reporting. Thus if an account was created in 1999 but changed ownership in fiscal year 2004, historical reports from 1999 forward will show the current department as the owner. This is true for budget code, fundtype or any other attribute. One exception to this is for reused accounts; if an account is dropped and then reused later it will look like two unique accounts in any report.

**Filtering (Concepts):** (Filtering Concepts is also available as a separate reference, located on the [Finance Training Webpage](#).

The purpose of filtering is to simplify the selection of accounts. The complexity of Account Selection is dramatically simplified by Department Selection and/or Fundtype Selection and turning filtering on.

If department filtering is on, then the only accounts that are available in Account Selection are those from department level choices. The subtitle under "Departments for Report" (e.g., "--- Dept Level 2 (Filter On) ---") specifies the current department level and the current status of department filtering. It is important to remember that a department level choice represent all the departments within it for purposes of the report. For example, if the current department level is Dept Level 2 and "Sch Medicine" has been added to the Departments for Reports selection box, then the department level choices consist of all departments within the School of Medicine.

If fundtype filtering is on, then the only accounts that are available in Account Selection are those from fundtype choices. The subtitle under "Fundtypes for Report" (e.g., "--- Fundtype (Filter On) ---") specifies the current fundtype level and the current status of fundtype filtering. It is important to remember that a fundtype choice represents all the fundtypes for purposes of the report. For example, if the current fundtypes level is Fundtype and "03-Contracts and Grants" has been added to the Fundtypes for Reports selection box, then the fundtype choices consist of all Contracts and Grants fundtypes.

Filtering is automatically off by default so that all accounts are initially available. When changes are made to departments or fundtype selections, any corresponding filters that were previously applied are automatically turned off. This is done to ensure that all accounts are available while the user is making changes.

The relationship between departments and accounts is 1-to-many. Thus, if you know the account number then you know the corresponding department. Likewise, the relationship between fundtypes and accounts is 1-to-many. Thus, if you know the account number then you know the corresponding fundtype. As a result, department filtering and fundtype filter are only used for Account Selection and have no affect on the report once accounts have been added to the Accounts for Report selection box.

Accounts that have been explicitly added to the Accounts for Report selection box by the user determine the report regardless of the current department level choices and the current fundtype choices. Once again, the purpose of filtering is to simplify the selection of accounts not to restrict account choices. The advantage of this approach is that filtering can be used repeatedly to easily find
accounts and add them to the Accounts for Report selection box without having to include previous
department level choices and fundtype choices in the search. Results for accounts in the report are not
affected by department level choices and are not affected by fundtype choices.

Department filtering also is used for the purpose of Fundtype Selection. If department filtering is on,
then the only fundtypes that are available in Fundtype Selection are those from department level
choices. In contrast to accounts, the relationship between departments and fundtypes is many-to-
many. Thus, if you know the fundtype then you don't know the corresponding department. As a
result, department filtering does have an effect on the report once fundtypes have been added to the
Fundtypes for Report selection box. Nevertheless, results for fundtype in the report are based upon
department level choices. Hence, if a fundtype has been added to the Fundtypes for Report selection
box prior to applying a department filter, there may be no results for that fundtype.

Fundtype filtering also is used for the purpose of clarifying Field Selection for fundtype specific fields.
The only fields that are available in Field Selection and Fields for Report are those from fundtype
choices. If you use the default "All Available" in the "Fundtypes for Report" selection box, then the
fields in the report are not based upon fundtype choices.

This manual will become a reference guide for you when you use Finance Data
Warehouse: Financial Report Generator. In this manual you will note that there
are Selection and Report Step by Step instructions for each type of choice. They
cover some of the same information or make the same statements in some cases.
These were included intentionally so later when you are using this as a reference,
each section would stand alone, with compete instructions.
Department Selection and Departments for Report (Step-by-Step):

**Department Selection**

**Step 1** - Use the default "All Available" or proceed to Step 2.

The department levels and department level choices that are available for you to choose from are determined by your Finance Data Warehouse security access privileges assigned upon login with your Onyen and password. If you do not proceed with Department Selection then "All Available" will be your selection by default and displayed in the Departments for Report selection box. The default "All Available" consists of all departments that are available to you. It does not consist of all departments in the University unless you have full access to the entire Finance Data Warehouse.

**Hints:** If you will be selecting accounts and don't need to make use of the filtering features of Department Selection, then use the default "All Available" and proceed to Account Selection. If any accounts are added to the Accounts for Report selection box, then department level choices in the Departments for Report selection box are used for filtering purposes only.

**Step 2** - Click on the Dept Level 1/2/3, Department, or Dept Multi-Level radio button.

Dept Level 1 consists primarily of Vice Chancellor choices. Dept Level 2 consists primarily of School choices. Dept Level 3 consists primarily of Division choices. Dept Multi-Level provides a convenient way to choose among multiple levels at once from the hierarchy.
Only a limited number of staff have full access to the entire Financial Data Warehouse; hence, the Dept Level 1 radio button will be unavailable (grayed out) for most users. Dept Levels 2 and 3 likewise may be unavailable (grayed out) depending on your access privileges. Click on the corresponding radio button to select from a particular level. If you only have Department level access, then Dept Multi-Level is also unavailable (grayed out) since you do not have access to multiple levels.

If all radio buttons are unavailable (grayed out) then you have Account level access only and Department Selection is not allowed.

Hints: To view the relationship of departments represented by different department levels, click on the Dept Multi-Level radio button in Department Selection.

Step 3 - Select one or multiple choices or click the "Select All" button.

A department level choice will appear only if you have access to all departments represented by that choice. For example, if you have access to all departments in Sch Medicine and only a single department in Sch Pharmacy, then Sch Medicine will be your only available choice for Dept Level 2. However, the Sch Pharmacy department will appear in Department and Dept Multi-Level along with all the departments in Sch Medicine. For Dept Multi-Level, the parent-child hierarchy will only show parents and ancestors for which you have access to all departments represented by that choice.

Hints: CNTRL-click (Command-click for Macintosh users) to highlight discontinuous multiple choices or Shift-click to highlight contiguous multiple choices.

Step 4 - Click on the ">>" button to add selected choices to the Departments for Report selection box.

The subtitle under "Departments for Report" (e.g., "--- Dept Level 1 ---") specifies the current department level for the department level choices of the report. If the Department Selection radio button (Step 2) is the same as the current department level, then selected choices will be added to any choices that were previously added. However, if the Department Selection radio button (Step 2) is different from the current department level, then previously added choices will be removed, selected choices will be added, and the current department level will change.

For Dept Multi-Level, the Multi-Level parent-child hierarchy will be adjusted in the Departments for Report selection box. Hence, if you add a child, then it's parents and ancestors will also be added. The youngest child in a hierarchy will be included (green) by default, plus it's parents and ancestors will neither be included (green) nor excluded (red) since they are strictly for display purposes (no coloring). Hence, if you add a child, then any parents or ancestors previously added will be adjusted. If you add a sibling to an excluded child, then it will be automatically excluded (red). If you attempt to add a child to an excluded choice, this action will be ignored and no change will be made.

Hints: Adding selected choices automatically turns filtering off. If you wish to turn filtering off without making changes, then do not select any choices and click the ">>" button.
**Departments for Report:**

**Step 1a** - Use the default "All Available".

The default "All Available" consists of all departments that are available to you. It does not consist of all departments in the University unless you have full access to the entire Finance Data Warehouse.

**Hints:** Click on "Clear All" to restore the default "All Available".

**Step 1b** - Click the "Apply Filter?" button, if it is visible.

The subtitle under "Departments for Report" (e.g., "--- Dept Level 2 (Filter Off) ---") specifies the current status of filtering to be off. When the department filter is applied, both Fundtype Selection and Account Selection are filtered based upon the department level choices in the Departments for Report selection box. Existing Accounts for Reports are not affected. Existing Fundtypes for Reports are affected.

**Hints:** Wait till you are done with Department Selection before turning filtering on since making changes will turn filtering off. To avoid unexpected results for fundtype specific reports, apply department filters before adding fundtypes. For account specific reports, the order of applying department and fundtype filters does not matter.

**Step 1c** - Do not click the "Apply Filter?" button, if it is visible.

For a department specific report whereby you do not select accounts or fundtypes, there is no need to apply the department filter since it has no affect on the report. To emphasize this concept, the subtitle under "Departments for Report" (e.g., "--- Dept Level 2 (Filter Off) ---") only shows "(Filter Off)" if Account Selection or Fundtype Selection is done.

For an account specific report, the department filter does not affect the report. Hence, the only purpose for Department Selection is to simplify Fundtype Selection and Account Selection via filtering. If you are not concerned with searching through the full list of fundtypes and accounts available, then there is no need to apply the department filter.

**Hints:** If you will not be selecting accounts or fundtypes, then leave filtering off; otherwise, turn it on.

**Step 1d** - Select one or multiple choices from the Departments for Report selection box and click on the "<<" button to delete them.

If you delete all selected choices, then the default "All Available" is restored and department filtering is turned off. However, unlike the "Clear All" button, the subtitle under "Departments for Report" (e.g., "--- Dept Level 2 ---") is not changed.

For Dept Multi-Level, the Multi-Level parent-child hierarchy will be adjusted. Hence, if you delete a parent, then it's children and descendants will also be deleted.
**Hints:** CNTRL-click (Command-click for Macintosh users) to highlight discontinuous multiple choices or Shift-click to highlight contiguous multiple choices. Deleting selected choices automatically turns filtering off. For "All Available", clicking of the "<<" button is ignored. If you wish to turn filtering off without making changes, then do not select any choices and click the "<<" button.

**Step 1e** - Click on the "Clear All" button.

The "Clear All" button has the same effect as deleting all selected choices from the Departments for Report selection box. It also restores the defaults for Department Selection, including the subtitle under "Departments for Report" (e.g., "--- Dept Level 1 ---"), and turns department filtering off.

**Hints:** Click on "Clear All" to restore the default "All Available". For "All Available", clicking of the "Clear All" button is ignored.

**Step 1f** - For Dept Multi-Level only, select one or multiple choices from the Departments for Report selection box and click on the "Include" button to include them.

The Multi-Level parent-child hierarchy takes precedent over user actions. The youngest child in a hierarchy will be included (green) by default, plus it's parents and ancestors will neither be included (green) nor excluded (red) since they are strictly for showing the genealogy (no coloring). If you try to include a parent when a child or descendant is included (green), then your command will be ignored and no changes will be made.

**Hints:** CNTRL-click (Command-click for Macintosh users) to highlight discontinuous multiple choices or Shift-click to highlight contiguous multiple choices.

**Step 1g** - For Dept Multi-Level only, select one or multiple choices from the Departments for Report selection box and click on the "Exclude" button to include them.

Exclusion may result in a significant adjustment of the Multi-Level parent-child hierarchy. The parent above an excluded child in the hierarchy will be automatically included (green). Any sibling of an excluded child will be automatically deleted unless it is also excluded or has a child or descendant that is excluded. The logic behind these actions is that the included parent (green) represents all departments in the hierarchy below it with the exception of the departments represented by excluded children or descendents. Hence, it does not make sense to display any children or descendants that are not excluded (red) or have excluded children or descendants since their departments are already represented.

**Hints:** CNTRL-click (Command-click for Macintosh users) to highlight discontinuous multiple choices or Shift-click to highlight contiguous multiple choices. If you are going to exclude multiple siblings, then exclude them at the same time to avoid any of them from being automatically deleted.
**Step 1h** - Make no changes to choices in the Departments for Report selection box.

The use of department level choices in the report depends upon the combined effects of department filtering, Account Selection, and Fundtype Selection. Department level choices have no affect on the report once accounts have been added to the Accounts for Report selection box. However, results for fundtype in the report are based upon department level choices.

It is important to remember that a department level choice represent the all departments within it for purposes of the report.

**Hints:** Make sure that department level choices are consistent with Field Selection.

**Fundtype Selection and Fundtype for Report (Step-by-Step):**

**Fundtype Selection**

**Step 1** - Use the default "All Available" or proceed to Step 2.

If you do not proceed with Fundtype Selection then "All Available" will be your selection by default and displayed in the Fundtypes for Report selection box.
**Hints:** If you will be selecting accounts and don't need to make use of the filtering features of Fundtype Selection, then use the default “All Available” and proceed to Account Selection.

If any accounts are added to the Accounts for Report selection box, then fundtype level choices in the Fundtypes for Report selection box are used for filtering purposes only.

**Step 2** - Click on the Fundtype or Fundtype Multi-Level radio button.

**Hints:** Fundtype Multi-Level provides a convenient way to choose among multiple levels at once from the hierarchy.

**Step 3** - Select one or multiple choices or click the "Select All" button.

If department filtering is on, then the only fundtypes that are available in Fundtype Selection are those from department level choices.

**Hints:** CNTRL-click (Command-click for Macintosh users) to highlight discontinuous multiple choices or Shift-click to highlight contiguous multiple choices. Turn off department filtering to view all possible choices.

**Step 4** - Click on the ">>" button to add selected choices to the Fundtypes for Report selection box.

The subtitle under "Fundtype for Report" (e.g., "--- Fundtype ---") specifies whether Fundtype or Fundtype Multi-Level is the currently used for the report. If the Fundtype Selection radio button (Step 2) is the same as used in the report, then selected choices will be added to any choices that were previously added. However, if the Fundtype Selection radio button (Step 2) is different from that currently used in the report, then previously added choices will be removed, selected choices will be added, and whether Fundtype or Fundtype Multi-Level is used in the report will change.

If department filtering is off, adding fundtypes may result in the subtitle under "Departments for Report" (e.g., "--- Dept Level 2 ---") changing to clarify the affects of department filtering (e.g., "--- Dept Level 2 (Filter Off) ---") on Fundtype Selection and Fundtypes for Reports.

For Fundtype Multi-Level, the Multi-Level parent-child hierarchy will be adjusted in the Fundtypes for Report selection box. Hence, if you add a child, then its parents and ancestors will also be added. The youngest child in a hierarchy will be included (green) by default, plus its parents and ancestors will neither be included (green) nor excluded (red) since they are strictly for display purposes (no coloring). Hence, if you add a child, then any parents or ancestors previously added will be adjusted. If you add a sibling to an excluded child, then it will be automatically excluded (red). If you attempt to add a child to an excluded choice, this action will be ignored and no change will be made.

**Hints:** Adding selected choices automatically turns filtering off. If you wish to turn filtering off without making changes, then do not select any choices and click the ">>" button.
Fundtype for Report

Step 1a - Use the default "All Available".

Hints: Click on "Clear All" to restore the default "All Available".

Step 1b - Click the "Apply Filter?" button, if it is visible.

The subtitle under "Fundtypes for Report" (e.g., "--- Fundtype (Filter Off) ---") specifies the current status of filtering to be off. When the fundtype filter is applied, both Fundtype Selection and Account Selection are filtered based upon the choices in the Fundtypes for Report selection box. Existing Accounts for Reports and existing fundtype specific fields for Field Selection are not affected by filtering.

Hints: Wait till you are done with Fundtype Selection before turning filtering on since making changes will turn filtering off. To avoid unexpected results for fundtype specific reports, apply department filters before adding fundtypes. For account specific reports, the order of applying department and fundtype filters does not matter.

Step 1c - Do not click the "Apply Filter?" button, if it is visible.

For a fundtype specific report whereby you do not select accounts, there is no need to apply the fundtype filter since it has no affect on the report. To emphasize this concept, the subtitle under "Fundtypes for Report" (e.g., "--- Fundtype (Filter Off) ---") only shows "(Filter Off)" if Account Selection is done.

For an account specific report where you do not select fundtype specific fields, the fundtype filter does not affect the report. Hence, the only purpose for Fundtype Selection is to simplify Account Selection via filtering. If you are not concerned with searching through the full list of accounts available, then there is no need to apply the fundtype filter.

If you want to include fundtype specific fields (e.g., 03-Contracts and Grants tab in Field Selection), then that fundtype must be added to the report, unless you use the default "All Available".

Hints: If you will not be selecting accounts, then leave filtering off; otherwise, turn it on.

Step 1d - Select one or multiple choices from the Fundtypes for Report selection box and click on the "<<" button to delete them.

If you delete all selected choices, then the default "All Available" is restored and fundtype filtering is turned off. However, unlike the "Clear All" button, the subtitle under "Fundtypes for Report" (e.g., "--- Fundtype Multi-Level ---") is not changed.

For Fundtype Multi-Level, the Multi-Level parent-child hierarchy will be adjusted. Hence, if you delete a parent, then it's children and descendants will also be deleted.
Hints: CNTRL-click (Command-click for Macintosh users) to highlight discontinuous multiple choices or Shift-click to highlight contiguous multiple choices. Deleting selected choices automatically turns filtering off. For "All Available", clicking of the "<<" button is ignored. If you wish to turn filtering off without making changes, then do not select any choices and click the "<<" button.

Step 1e - Click on the "Clear All" button.

The "Clear All" button has the same effect as deleting all selected choices from the Fundtypes for Report selection box. It also restores the defaults for Fundtype Selection, including the subtitle under "Fundtypes for Report" (e.g., "--- Fundtype ---"), and turns fundtype filtering off.

Hints: Click on "Clear All" to restore the default "All Available". For "All Available", clicking of the "Clear All" button is ignored.

Step 1f - For Fundtype Multi-Level only, select one or multiple choices from the Fundtype for Report selection box and click on the "Include" button to include them.

The Multi-Level parent-child hierarchy takes precedent over user actions. The youngest child in a hierarchy will be included (green) by default, plus it's parents and ancestors will neither be included (green) nor excluded (red) since they are strictly for showing the genealogy (no coloring). If you try to include a parent when a child or descendant is included (green), then your command will be ignored and no changes will be made.

Hints: CNTRL-click (Command-click for Macintosh users) to highlight discontinuous multiple choices or Shift-click to highlight contiguous multiple choices.

Step 1g - For Fundtype Multi-Level only, select one or multiple choices from the Fundtypes for Report selection box and click on the "Exclude" button to include them.

Exclusion may result in a significant adjustment of the Multi-Level parent-child hierarchy. The parent above an excluded child in the hierarchy will be automatically included (green). Any sibling of an excluded child will be automatically deleted unless it is also excluded or has a child or descendant that is excluded. The logic behind these actions is that the included parent (green) represents all departments in the hierarchy below it with the exception of the departments represented by excluded children or descendants. Hence, it does not make sense to display any children or descendants that are not excluded (red) or have excluded children or descendants since their departments are already represented.

Hints: CNTRL-click (Command-click for Macintosh users) to highlight discontinuous multiple choices or Shift-click to highlight contiguous multiple choices. If you are going to exclude multiple siblings, then exclude them at the same time to avoid any of them from being automatically deleted.

Step 1h - Make no changes to choices in the Fundtypes for Report selection box.

The use of fundtype level choices in the report depends upon the combined effects of fundtype filtering, Department Selection, Account Selection, and Field Selection. Fundtype level choices
have no affect on the report once accounts have been added to the Accounts for Report selection box. In contrast, the only fields that are available in Fields for Report are those from fundtype choices.

**Hints:** Make sure that fundtype choices are consistent with Field Selection.

**Account Selection and Accounts for Report (Step-by-Step):**

![Image of Account Selection and Accounts for Report](image)

**Account Selection**

*Step 1* - Use the default "All Available" or proceed to Step 2.

*Step 2* - Select one Dept Level 3 choice from the drop down menu, if available.

The department levels that are available for you are determined by your Financial Finance Data Warehouse security access privileges assigned upon login with your Onyen and password. Dept Level 3 consists primarily of Division choices. If you have more than one Dept Level 3 choices available in Department Selection, then you will have likely have access to numerous accounts. To reduce the amount of data that needs to be loaded at one time and prevent browser memory errors, it is necessary to divide up the data. Dept Level 3 has been chosen as a logical level to do this.

Selecting a Dept Level 3 for loading account data has no affect on Department Selection or Departments for Report selection choices. For example, you can still choose from Dept Level 1 in Department Selection. However, Departments for Report selection choices do affect available choices for Dept Level 3 in Account Selection.
If department filtering is on, then your list of Dept Level 3 choices will be filtered to only include all the departments represented by your department level choices in Departments for Reports. For example, if the current department level is Dept Level 2 in Departments for Reports, then the only Dept Level 3 choices shown in Account Selection will be those that represent the same departments.

A Dept Level 3 choice will appear only if you have access to all departments represented by that choice. For example, if you have access to all departments in Sch Medicine and only a single department in Sch Pharmacy, then Sch Medicine will be your only available choice for Dept Level 2. However, the Sch Pharmacy department will appear in Department and Dept Multi-Level along with all the departments in Sch Medicine. If department filtering is off, accounts for departments for which you do not have Dept Level 3 access will appear regardless of your Dept Level 3 choice.

**Hints:** If you do not have more than one Dept Level 3 choice, then all of your account data is already loaded and drop down menu will not appear. If department filtering is on then your list of Dept Level 3 choices will be filtered. To view the relationship of departments represented by Dept Level 3 and other department levels, click on the Dept Multi-Level radio button in Department Selection. Turn off department filtering to view all possible choices.

**Step 3** - Click on the "Load Data" button, if available.

**Hints:** New data will be loaded based upon your Dept Level 3 choice.

**Step 4** - Select one or multiple choices or click the "Select All" button.

If department filtering is on, then the only accounts that are available in Account Selection are those from department level choices in Departments for Reports. If fundtype filtering is on, then the only accounts that are available in Accounts Selection are those from fundtype choices in Fundtypes for Reports.

**Hints:** CNTRL-click (Command-click for Macintosh users) to highlight discontinuous multiple choices or Shift-click to highlight contiguous multiple choices. Click on "Clear All" in both Departments for Reports and Fundtypes for Reports if you cannot find the account you are looking for.

**Step 5** - Click on the ">>" button to add selected choices to the Accounts for Report selection box.

If department filtering is off, adding accounts may result in the subtitle under "Departments for Report" (e.g., "--- Dept Level 2 ---") changing to clarify the affects of department filtering (e.g., "--- Dept Level 2 (Filter Off) ---") on Account Selection. If fundtype filtering is off, adding accounts may result in the subtitle under "Fundtypes for Report" (e.g., "--- Fundtype ---") changing to clarify the affects of fundtype filtering (e.g., "--- Fundtype (Filter Off) ---") on Account Selection.
Accounts for Report

Step 1a - Use the default "All Available".

Hints: Click on "Clear All" to restore the default "All Available".

Step 1b - Select one or multiple choices from the Accounts for Report selection box and click on the "<<" button to delete them.

The loading of new data, department filtering, and fundtype filtering do not affect accounts that you have added to Accounts for Reports. If you delete all selected choices, then the default "All Available" is restored.

Hints: CNTRL-click (Command-click for Macintosh users) to highlight discontinuous multiple choices or Shift-click to highlight contiguous multiple choices. For "All Available", clicking of the "<<" button is ignored.

Step 1c - Click on the "Clear All" button.

The "Clear All" button has the same effect as deleting all selected choices from the Accounts for Report selection box.

Hints: Click on "Clear All" to restore the default "All Available". For "All Available", clicking of the "Clear All" button is ignored.

Step 1d - Make no changes to choices in the Accounts for Report selection box.

Department level choices have no affect on the report once accounts have been added to the Accounts for Report selection box. Fundtype choices have no affect on the report once accounts have been added to the Accounts for Report selection box.

Hints: Make sure that account choices are consistent with Field Selection.
Object Code Selection and Object Codes for Report (Step-by-Step):

Step 1 - Use the default "None" or proceed to Step 2.

Hints: If you want account level reports that are not broken out by object code, then use the default "None".

Step 2 - Click on the Object Level All/1/2/3/4/5/ radio button.

Hints: Higher object levels provide more detail about the object.

Step 3 - Select one or multiple choices or click the "Select All" button.

Hints: CNTRL-click (Command-click for Macintosh users) to highlight discontinuous multiple choices or Shift-click to highlight contiguous multiple choices.
**Step 4** - Click on the ">>" button to add selected choices to the Object Codes for Report selection box.

The subtitle under "Object Codes for Report" (e.g., "--- Object Level 1 ---") specifies the current object level for the object level choices of the report.

If the Object Code Selection radio button (Step 2) is the same as the current object level, then selected choices will be added to any choices that were previously added. However, if the Object Code Selection radio button (Step 2) is different from the current object level, then previously added choices will be removed, selected choices will be added, and the current object level will change.

**Object Codes for Report**

**Step 1a** - Use the default "None".

**Hints:** Click on "Clear All" to restore the default "None".

**Step 1b** - Select one or multiple choices from the Object Codes for Report selection box and click on the "<<" button to delete them.

If you delete all selected choices, then the default "None" is restored. However, unlike the "Clear All" button, the subtitle under "Object Codes for Report" (e.g., "--- Object Level 2 ---") is not changed.

**Hints:** CNTRL-click (Command-click for Macintosh users) to highlight discontinuous multiple choices or Shift-click to highlight contiguous multiple choices. For "None", clicking of the "<<" button is ignored.

**Step 1c** - Click on the "Clear All" button.

The "Clear All" button has the same effect as deleting all selected choices from the Object Codes for Report selection box. It also restores the defaults for Object Code Selection, including the subtitle under "Object Codes for Report" (e.g., "--- Object Level 1 ---").

**Hints:** Click on "Clear All" to restore the default "None". For "None", clicking of the "Clear All" button is ignored.

**Step 1d** - Make no changes to choices in the Object Codes for Report selection box.

**Hints:** Make sure that object level choices are consistent with Field Selection.
Time Period Selection and Time Periods for Report (Step-by-Step):

**Time Period Selection:**

**Step 1** - Use the default "Current Fiscal Year-To-Date" or proceed to Step 2.

Current Fiscal Year-To-Date displays the fiscal year in the Time Periods for Report selection box. It is not possible to change the fiscal year. The end fiscal month for Current Fiscal Year-To-Date may not be the same as the actual month depending upon the schedule of loading of data into the Finance Data Warehouse.

**Step 2** - Click on the Current Fiscal Year-To-Date, Fiscal Year, Calendar Year, Fiscal Year/Month, or Calendar Year/Month radio button.

For Current Fiscal Year-To-Date, it is not possible to change the fiscal year. Fiscal Year and Calendar Year display only full years for which any data is available. Fiscal Year/Month and Calendar Year/Month display only months for which any data is available.

For Fiscal Year/Month, the calendar year and month is displayed next to the fiscal year (e.g., 2004 - 2003-07 - July). Hence, there is no practical difference between choosing months using Calendar Year/Month instead of Fiscal Year/Month. Nevertheless, there is a logical difference between them with respect to Field Selection, thus it is provided for convenience and to avoid confusion.
Hints: The end fiscal month for Current Fiscal Year-To-Date can be determined by looking at the last month listed under Fiscal Year/Month. A fiscal year for UNC begins July 1.

Step 3 - Select one or multiple choices or click the "Select All" button.

Hints: CNTRL-click (Command-click for Macintosh users) to highlight discontinuous multiple choices or Shift-click to highlight contiguous multiple choices. For Current Fiscal Year-To-Date, clicking of the "Select All" button is ignored.

Step 4 - Click on the ">>" button to add selected choices to the Time Periods for Report selection box.

The subtitle under "Time Periods for Report" (e.g., "--- Fiscal Year ---") specifies the current time period for the time period choices of the report. If the Time Period Selection radio button (Step 2) is the same as the current time period, then selected choices will be added to any choices that were previously added. However, if the Time Period Selection radio button (Step 2) is different from the current time period, then previously added choices will be removed, selected choices will be added, and the current time period will change.

Hints: For Current Fiscal Year-To-Date, clicking of the ">>" button is ignored.

Time Period for Reports

Step 1a - Use the default year under Current Fiscal Year-To-Date.

It is important to distinguish between the default year under Current Fiscal Year-To-Date and a complete year for Fiscal Year or Calendar Year. The end fiscal month for Current Fiscal Year-To-Date may not be the same as the actual month depending upon the schedule of loading of data into the AIS Finance Data Warehouse.

Hints: Click on "Clear All" to restore the default year under Current Fiscal Year-To-Date.

Step 1b - Select one or multiple choices from the Time Periods for Report selection box and click on the "<<" button to delete them.

If you delete all selected choices, then the default "None" is restored. Unlike the "Clear All" button, the subtitle under "Time Periods for Report" (e.g., "--- Fiscal Year ---") is not changed.

Hints: CNTRL-click (Command-click for Macintosh users) to highlight discontinuous multiple choices or Shift-click to highlight contiguous multiple choices. For Current Fiscal Year-To-Date, clicking of the "<<" button is ignored.

Step 1c - Click on the "Clear All" button. The "Clear All" button has the same effect as deleting all selected choices from the Time Periods for Report selection box. It also restores the defaults for Time Period Selection, including the subtitle under "Time Periods for Report" (e.g., "--- Current Fiscal Year-To-Date---").

Hints: Click on "Clear All" to restore the default "None". For Current Fiscal Year-To-Date, clicking of the "Clear All" button is ignored.
**Step 1d** - If available, click the "Combine Time Periods As:" checkbox and either use the default "Total" or enter a value in the combined time name text box.

A combined time period provides a convenient way to create your own time periods that are not available in the Finance Data Warehouse (e.g., "Project Duration"). In addition to displaying the individual time periods, a summary row or column over all the time periods in the Time Periods for Report selection box will be created using the combined time name that you provide.

Time period rollups, intentional or not, may occur depending upon which of the time based fields "Fiscal Year", "Calendar Year", and "Calendar Month" are included in the Fields for Report selection box. In addition, Sort Order, dollar based fields (e.g., "Annual Budget Amount"), and other fields may affect how data are grouped for the combined time period rollup.

Pivot Table use of time base fields will determine whether combined time periods will appear as a column or row using the combined time name (e.g., "Total"). In the case of a combined time period row, the time fields "Fiscal Year" and "Calendar Year" will show the combined time name in the row cell and a dummy numeric value "0" for the time field "Calendar Month" in the row cell.

A combined time period will be ignored if none of the time based fields "Fiscal Year", "Calendar Year", and "Calendar Month" are in the Fields for Report as "Display" or "Pivot". These time based fields are used for individual time period data and creating the summary row or column for a combined time period.

**Hints:** A combined time period is only available if two or more choices are in the Time Periods for Report selection box and is not available for Current Fiscal Year-To-Date. A combined time period may be ignored depending upon Field Selection.

**Step 1e** - Make no changes to choices in the Time Periods for Report selection box.

For Fiscal Year/Month, the calendar year and month is displayed next to the fiscal year (e.g., 2004 - 2003-07 - July). Hence, there is no practical difference between them for the results of the report. Nevertheless, there is a logical difference between them with respect to Field Selection and the field (Fiscal Year vs. Calendar Year) used in the query of the Finance Data Warehouse.

It is important to emphasize that Field Selection has a dramatic affect on the use of time periods in the report. Time period rollups, intentional or not, may occur depending upon which time based fields (e.g., "Fiscal Year", "Calendar Month") and dollar based fields (e.g., "Annual Budget Amount") are included in the Fields for Report selection box. Furthermore, the use of combined time periods will be disabled if time based fields are not included.

**Hints:** Make sure that time period choices are consistent with Field Selection. A fiscal year for UNC begins July 1.
Field Selection and Fields for Report (Step by Step)

Field Selection:

Step 1 - Click on the "All Fields..." button to open the "All Fields" window and make changes.

The "All Fields" window is used for making changes to fields used in the report for any purpose, not just display. A field must be activated in "All Fields" for it to appear in "Display Fields", "Sorting", "Where Clauses", "Subtotal", and "Pivot Table" windows. Some fields have been already activated as default fields. Fields activated in "All Fields" will appear in the Fields for Report selection box. If the "FRS" variable type attribute is activated in "All Fields", then they will have "FRS" denoted next to them in the Fields for Report selection box. If the "Translation" variable type attribute is activated in "All Fields", then they will have "Translation" denoted next to them in the Fields for Report selection box.

Fundtype filtering is used for the purpose of clarifying Field Selection for fundtype specific fields. The only fundtype specific field category tabs that are available in Field Selection are those from fundtype choices. If you use the default "All Available" in the "Fundtypes for Report" selection box, then the all fundtype specific field category tabs are available.

Hints: If the new window does not open, then make sure that you do not have any popup window blocking features active in your browser. Make changes to "All Fields" before making
other changes to fields. Don't forget to save your changes, simply closing the "All Fields" window will not save changes. Fields can also be deactivated using the "Remove" button in Fields for Report. Don't forget to activate dollar and time fields. Fundtype filtering may result in fields being automatically deactivated.

**Step 2** - Click on the "Display Fields..." button to open the "Display Fields" window and make changes.

The "Display Fields" window is used for making changes to fields that are displayed in the report. A field must be activated in "All Fields" for it to appear in "Display Fields". Fields activated in "All Fields" are activated in "Display Fields" by default. Fields activated in "Display Fields" will have "Display" denoted next to them in the Fields for Report selection box. Fields not activated in "Display Fields" will have "Hidden" denoted next to them in the Fields for Report selection box.

The layout, detail, and summary composition of your report will be affected by "Display Fields" more than anything else. Make sure that your Departments for Reports, Fundtypes for Reports, Accounts for Reports, Objects for Reports, and Time Periods for Reports are consistent with your choices.

**Hints:** If the new window does not open, then make sure that you do not have any popup window blocking features active in your browser. Don't forget to save your changes, simply closing the "Display Fields" window will not save changes. Make changes to "All Fields" before making changes to "Display Fields".

**Step 3** - Click on the "Sorting..." button to open the "Sorting" window and make changes.

The "Sorting" window is used for making changes to fields that are used for sorting the report. A field must be activated in "All Fields" for it to appear in "Sorting". Fields used for "Sorting" will have "Sorting" denoted next to them in the Fields for Report selection box.

**Hints:** If the new window does not open, then make sure that you do not have any popup window blocking features active in your browser. Don't forget to save your changes, simply closing the "Sorting" window will not save changes. Make changes to "All Fields" before making changes to "Sorting".

**Step 4** - Click on the "Where Clauses..." button to open the "Where Clauses" window and make changes.

The "Where Clauses" window is used for making changes to fields that are used for where clauses the report. By creating where clauses, you can create complex expressions for defining the data in your report. A field must be activated in "All Fields" for it to appear in "Where Clauses". Fields used for "Where Clauses" will have "Where Clauses" denoted next to them in the Fields for Report selection box.

**Hints:** If the new window does not open, then make sure that you do not have any popup window blocking features active in your browser. Don't forget to save your changes, simply closing the "Where Clauses" window will not save changes. Make changes to "All Fields" before making changes to "Sorting".
Step 5 - "Subtotals..." button and

Step 6 - "Pivot Table..." button are not available at this time. You can use Pivot Tables to work with your report. For instructions on using Pivot Tables, go to the Finance Training Website.

Step 7 - Review "Field Selection Warnings" for any problems.

Field Selection should be consistent with the choices that you made in Departments for Reports, Fundtypes for Reports, Accounts for Reports, Objects for Reports, and Time Periods for Reports. The purpose of "Field Selection Warnings" is to alert you of any problems that might affect the results of your report. It also is used to alert you of any automatic changes to Field Selection. For example, if a sort fields is deactivated, then a warning is issued.

Fields for Reports

Step 1 - Review the fields and their characteristics (e.g., "Account Department (Display,FRS,Sort,Where)") in the Fields for Report selection box.

The Fields for Report selection box will list fields activated in "All Fields" from Field Selection. If the "FRS" variable type attribute is activated in "All Fields", then they will have "FRS" denoted next to them in the Fields for Report selection box. If the "Translation" variable type attribute is activated in "All Fields", then they will have "Translation" denoted next to them in the Fields for Report selection box.

Fields activated in "Display Fields" from Field Selection will be designated as "Display" and displayed as columns in the report. Fields not activated in "Display Fields" from Field Selection will be designated as "Hidden" and will not be displayed in the report but must be used for sorting, where clauses, subtotals, or pivot tables. Fields used in "Sorting" from Field Selection will be designated as "Sort" and be used for sorting, regardless of whether or not they are displayed. Fields activated in "Where Clauses" from Field Selection will be designated as "Where" and be used for where clauses, regardless of whether or not they are displayed.

If you deactivate a field, then it will be automatically excluded from display, sorting, where clauses, subtotals, and pivot tables. Nevertheless, if you change your mind and add activate the field again in "All Fields" from Field Selection, then sorting, where clauses, subtotals, and pivot tables will be restored if you have not made any further changes to these in Field Selection.

Fundtype filtering is used for the purpose of clarifying Field Selection for fundtype specific fields. The only fundtype specific fields that are available in the Fields for Report selection box are those from fundtype choices. If the default "All Available" is in the "Fundtypes for Report" selection box, then the fields in the report are not based upon fundtype choices.

Hints: This gives you an overall assessment of your report specifications. Fundtype filtering may result in fields being automatically deactivated.

Step 2 - Review the field order of display fields (e.g., "Account Department (Display)") in the Fields for Report selection box. The higher a field is in the selection box, the lower is it’s field
order. The first field in the list denoted with "Display" will correspond to the first column of your report. The last field in the list denoted with "Display" will correspond to the last column of your report. The field order of a hidden field (e.g., "Account Number (Hidden)") doesn't matter since it is not displayed on the report.

The default field order is based upon the tab order of field categories in "All Fields". Hence, "Organization" is the first field category and "Dollar" is the last field category. Within each field category, a default field order has been predefined for some fields, while the remainder are ordered alphabetically after the predefined order fields.

**Hints:** This gives you an overall assessment of your report layout. Field order does not affect sort order. If a field is higher than another field, then it will be to the left of it in the report.

**Step 3a** - Select one or more display fields in the Fields for Report selection box and click the "Move Up" button.

**Hints:** CNTRL-click (Command-click for Macintosh users) to highlight discontinuous multiple choices or Shift-click to highlight contiguous multiple choices. If a field is higher than another field, then it will be to the left of it in the report.

**Step 3b** - Select one or more display fields in the Fields for Report selection box and click the "Move Down" button.

**Hints:** CNTRL-click (Command-click for Macintosh users) to highlight discontinuous multiple choices or Shift-click to highlight contiguous multiple choices. If a field is lower than another field, then it will be to the right of it in the report.

**Step 3c** - Select one or more fields in the Fields for Report selection box and click on the "Remove" button to deactivate them.

If you deactivate a field, then it will be automatically excluded from display, sorting, where clauses, subtotals, and pivot tables. Nevertheless, if you change your mind and add activate the field again in "All Fields" from Field Selection, then sorting, where clauses, subtotals, and pivot tables will be restored if you have not made any further changes to these in Field Selection.

**Hints:** This is the same as deactivating fields in "All Fields" from Field Selection.

**Output Selection and Output for Report (Step by Step)**

**Output Selection**
The Output Selection Options are not functional in Finance Data Warehouse at this time.

**Output for Report**
Only the Excel format is available for reports at this time. The Load and Save settings options are not functional in Finance Data Warehouse at this time.

This concludes the manual. For contact information please see the first page of this document.